

## Stormont Vail Health Volunteer Services 2019 Youth and College Summer Program Volunteer Opportunities

Summer volunteers are expected to volunteer a full shift in the area they are assigned (shifts are listed with each assignment below) and need to plan their summer schedule and transportation accordingly. Group training is also noted if scheduled. You will report to Volunteer Services prior to training and be escorted to your area. **If minimum age is not shown, it is age 14.**

### **SUPPORT SERVICES**

***Building Blocks Daycare Center (620 SW Lane)*** Monday thru Friday, 9am-12noon and 3-5:30pm  
This is a great opportunity for teens who love working with children. Maturity is essential as the volunteer is a role model for the children. You will interact with the children by reading stories, assisting them in art projects, rocking them (the younger ones), and being their friend. Additional requirements to volunteer in this area include **two** references, a health form signed by personal physician, (separate from Stormont Vail's health form requirement) and a KBI check (no cost to volunteer). These forms are given at the time of placement. **All new volunteers to Building Blocks will need to attend an orientation scheduled Friday, May 24, 2019 from 3:30-4:30 pm at Building Blocks.**

Qualifications: Childcare experience is preferred and you need to be a self-starter, patient and enjoy working with children.

***Office Assistant (various locations)*** Monday thru Friday, 8-12noon and 12-4pm  
Clerical and office assistant opportunities are available in a variety of departments. Duties vary per location and range from data entry, scanning, filing, collating, sorting, answering telephones, shredding, running errands and assisting with the mail. An excellent learning and skills development opportunity. **Departments include:** Maternal Fetal Medicine (**college/adult only**), Health Access (**college/adult only**), Medical Staff, (**min. age 16**), Critical Care Pavilion (**college/adult only**), Learning & Talent Development (**min. age 16**), Clinic Administration, and Diabetes Learning Center (**adult only**)

Qualifications: Task-oriented worker with organizational skills and a friendly attitude. Must work well with others and be willing to learn new skills.

***Pharmacy*** Monday thru Friday, 8-12noon or 12-4pm  
You will assist the pharmacy staff by helping to put away orders, place doses back in correct places, some clerical support and general duties as assigned by the staff.

Qualifications: **Minimum age is 16.** Responsible, accurate, math skills, attention to detail.

***Radiology CT*** Monday thru Friday, 8-12noon and 12-4pm  
Volunteers take patients to and from waiting areas or registration and perform errands. Errands include changing linens in between patients, stocking supplies, and assisting with comfort of patients.

Qualifications: **Minimum age is 16.** Good verbal skills with staff and patients, and ability to take directions.

***Nutritional Services/Tech Porter and Stock Assistant*** Monday thru Friday, 8am-12noon  
Volunteers assist with receiving and stocking, organizing storage shelves, cleaning and delivering items to various areas of the health center.

Qualifications: Must work well with others and have good motor skills and a friendly attitude.

***Nutritional Services/Technician*** Monday thru Friday, 8-11am & 12-3pm  
Volunteers will help assemble the trays for patients. You will also help with making snacks for patients.

Qualifications: Must work well with others and have good motor skills and a friendly attitude.

## **PATIENT CONTACT**

***Digestive Health Center (720 SW Lane)*** Monday, Tuesday, Thursday, Friday, 8am-12noon

You will deliver snacks to patients and provide wheelchair assistance for dismissals and other errands as necessary.

Qualifications: Must be mature, outgoing and friendly and physically able to push patients in wheelchairs.

***Emergency*** 7 days/week, 8am-12noon, 12-4pm, 4-7pm or 6-9pm

You will assist the staff in escorting patients to a treatment room, assisting in transporting patients to procedures, stocking supplies, providing comfort measures to patients and family members, and assisting the triage/registration by putting together forms and charts in preparation for incoming patients.

Qualifications: **Minimum age is 18.** A self-directed, mature person who enjoys working with patients is essential.

***Infusion Center (909 SW Mulvane)*** Monday thru Friday, 8am-12noon and 12-4pm

You will be transporting patients, providing nourishments to patients, performing errands at the direction of staff and stocking supplies.

Qualifications: Need to have good customer service skills and a positive attitude.

***Pain Management (823 SW Mulvane)*** Monday thru Friday, 8am-12noon and 12-4pm

You will be busy with a variety of tasks. Stocking supplies, serving nourishments to patients, escorting patients and families, and completing errands are a few of the activities.

Qualifications: Need to have good customer service skills, eager to help, and ability to follow instructions.

***Patient Advocate*** Tuesday and Thursday 9am-11am or 1pm-3pm

Volunteers greet newly-admitted patients, visiting patients and their families and answer questions they might have during their hospital stay. As you complete your rounds, you will report to our health center patient advocate any patient concerns which need follow-up. Rounds can usually be completed in two hours or less, but the time is flexible depending on your schedule.

Qualifications: **College only.** Need to have good communication skills, self-starter, customer-oriented, and a willingness to learn.

### ***Patient Care Services***

- ***Pediatrics*** Monday thru Friday, 10am-12noon and 5-7pm  
This is a great area for those who enjoy children! Volunteers engage in developmentally appropriate activities at patients' bedside and in the playroom to provide diversion and comfort for patients, keep toys clean, answer call lights, run errands and help care for children and families in various ways. Volunteers are trained on infection control and standard precautions, which will allow them to enter isolation rooms as part of their duties.  
Qualifications: **Minimum age is 16.** Love of children, ready smile, friendly and compassionate.

***Patient Room Service*** Tuesday thru Friday, 10am-11:30am

Volunteers deliver a small gift of appreciation to the newly-admitted patients. This assignment is an ideal way to experience patient interaction, and utilize your listening skills as you converse with the patients and family members as you go room to room. You may also distribute reading materials to patients as well as supplying the waiting rooms throughout the health center with magazines.

Qualifications: Must be outgoing and friendly with good communication skills.

***Perioperative Services*** Monday thru Friday, 8am-12noon, 12-4pm or 4-7pm

This is the area where patients are prepared for surgery. You will assist staff by performing errands, stocking supplies, providing nourishments to outpatients prior to dismissal, helping with dismissals.

Qualifications: Eager to help, ability to follow instructions.

***Therapy Assistant (2660 SW 3<sup>rd</sup> St. & 4505 NW Fielding Rd)*** Varied Shifts

Volunteers have the opportunity to work closely with staff and assist by directing patients to areas of the office, restocking supplies, preparing rooms and performing basic clerical functions.

**Group training: Kanza Park, Friday, May 24, 2019, 3:30-4:30pm**

Qualifications: Eager to help, ability to follow instructions.

## **PUBLIC CONTACT**

### ***Auxiliary Food Connection/Greeter, Host***

Monday thru Friday, 10:30am-1:30pm

Duties include greeting customers, familiarizing customers with the menu and giving possible options on how to move through the line more quickly.

Qualifications: Needs to be friendly, outgoing, mature, and eager to work with the public.

### ***Auxiliary Food Connection/Team Assistant***

Monday thru Friday, 8am-12noon, 12-4pm and 4-7pm

Duties include greeting visitors, delivering food orders, keeping tables clean and clear of dishes, and replenishing condiments.

Qualifications: Needs to be friendly, outgoing and eager to work.

### ***Auxiliary Gift Shop***

Varied Shifts

In this very busy shop, duties include pricing merchandise, restocking, delivering flowers to patient rooms, and assisting customers.

Qualifications: Friendly, outgoing, ability to take direction, and eager to work.

### ***Laboratory – Assistant Helper***

Tuesday and Thursday 12pm-4pm

Do you have an interest in Lab/Histology as a possible career? Here is your opportunity to volunteer in this area. Volunteers will assist with filing paraffin blocks, slides and reports as well as perform other clerical duties.

Qualifications: **Minimum age is 16.** Ability to take direction, and eager to work.

### ***Lobby Ambassador (Hospital Campus and 823 Mulvane)***

Varied Shifts

Do you like to meet and greet people? This important and visible position allows you to use your customer service skills to make visitors feel welcome and more at ease as you greet them and offer assistance. As customers enter the health center you will help those who need additional assistance, i.e., wheelchair escorts, help with an overnight bag, or offer directions to a particular location. You may also help with patient dismissals.

Qualifications: **Minimum age is 16.** Very friendly, outgoing, and willingness to help others.

### ***Registration***

Monday - Friday 8am-12noon, 12-4pm and 4-7pm

You will have the opportunity to greet as visitors arrive at the health center and escort them to their appropriate destination upon admission. You may also assist the staff in assembling packets and performing some data entry.

Qualifications: Friendly person who enjoys meeting the public. Exhibits professionalism and takes direction well.

### ***Single Day Outpatient Surgery (Kanza Park-2660 SW 3<sup>rd</sup>)***

Tuesday 8am-12noon

You will be in a fast-paced environment that offers volunteers a variety of duties in the business office and patient recovery area. Assisting with patient information, serving nourishments to patients, escorting patients and families and completing errands are just a few of the activities.

Qualifications: Friendly, outgoing person who enjoys meeting the public. Exhibits professionalism and willingness to help others. Must be comfortable interacting with elderly patients.

### ***Surgery Waiting Room***

Saturday and Sunday 8-11am and 11am-2pm

This position is held by a volunteer who serves as the communication link between families of patients having surgery and the Perioperative staff, by assisting with communication as needed.

Qualifications: **Minimum age is 18.** Enjoy working closely with patient families, surgery and recovery staff, have the desire to help others, exhibit a friendly and helpful attitude, be willing to learn and adapt to changes. Self-motivated and independent. **Individual training during a weekday is required.**

## **SPECIAL ASSIGNMENTS**

### ***Special Projects***

Variable times

Throughout the summer, departments have special one-time assignments to be completed. Examples of these projects are new phone book delivery, Gideon bible distribution to patient rooms, mailings, etc. If you are interested in helping with projects on an on-call basis, please indicate on your placement sheet.

***Day Captain***

Monday, Tuesday and Wednesday 11:30am-2:30pm

This is an excellent opportunity for youth who want to develop leadership skills. Basic responsibilities include assisting new youth volunteers, conducting rounds in the areas where volunteers are working and providing feedback to the Volunteer Services staff regarding concerns, successes, etc. May also take pictures of youth and adult volunteers and perform data entry.

Qualifications: Demonstrate good listening skills, the ability to work well with co-volunteers and department staff. A good role model, friendly, dependable and have an interest in helping others.

If you have questions, please email [volunteerdept@stormontvail.org](mailto:volunteerdept@stormontvail.org) or call 354-6095, weekdays from 8:00am-4:30pm.